



HUMAN RESOURCES MANAGER, CIRM

Background

The California Institute for Regenerative Medicine (CIRM) is the state's Stem Cell Agency. We were created by the voters of California when they approved Proposition 71 in 2004, and renewed when Proposition 14 was approved in 2020, providing \$5.5 billion to invest in stem cell research in California. CIRM's mission, to accelerate stem cell and regenerative medicine treatments to patients with unmet medical needs, is what drives us to succeed every day.

To meet this challenge, our team of highly trained and experienced professionals actively partners with both academia and industry in a hands-on, entrepreneurial environment to fast-track the development of today's most promising stem cell and regenerative medicine technologies.

CIRM is the world's largest institution dedicated to helping people by bringing the promise of regenerative medicine closer to reality.

General Statement

Under the general direction of the Vice President of Administration, the Human Resources Manager is responsible for the administration, coordination, development, and evaluation of the Human Resources function for CIRM. The incumbent works with the CIRM Leadership Team, CIRM Team Members, and control agencies to administer a progressive Human Resources program for both employees and potential retirees. Participates in initiatives to enhance Human Resource offerings, the employee experience and identify areas to drive greater efficiency.

Job Functions

Human Resources:

- Initiating, managing, and supervising all aspects of human resource issues, programs and policies of the California Institute for Regenerative Medicine.
- Communicates changes in CIRM personnel policies and procedures and insures proper compliance is followed.



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- Responsible for ensuring all payroll and benefit changes and issues are dealt with efficiently and effectively with the California Public Utilities Commission.
- Interfaces with all CIRM team members on related human resources issues and provides excellent customer service when dealing with such matters.
- Maintains the work structure by updating job requirements and job descriptions for all positions.
- Responsible for onboarding and offboarding employees through appropriate processes.
- Retains historical human resource records by designing a filing and retrieval system and keeping past and current records.
- Initiate and drive the annual performance evaluation process, making recommendations to the Vice President of Administration on merit awards, annual raises, and change in responsibilities for all positions.
- Advises the Vice President of Administration and other senior staff to address long term workforce planning and problem resolution for CIRM to maximize the Institute's recruitment and retention of high performing staff.
- Partners with senior staff and managers to implement effective management strategies.
- Makes recommendations to senior management for improvement of CIRM's policies, procedures, and practices on personnel matters.
- Consults with internal and external legal counsel when appropriate.
- Performs other duties as may be required to further the goals of the ICOC/CIRM.
- Ensures legal compliance by monitoring and implementing applicable human resource federal and state requirements, maintaining records, and representing the organization at applicable hearings.
- Acts as the departmental Equal Employment Officer (EEO) and reports directly to the President and CEO, CIRM on all EEO matters.
- Acts as the CIRM Employee Assistance Program (EAP) Wellness Officer on behalf of the state, utilizing the interpretation and application of these provisions.
- Acts as the Family Medical Leave Act and the California Family Medical Leave Act coordinator, utilizing the interpretation and application of these provisions.
- Acts as the Reasonable Accommodation coordinator, utilizing the interpretation and application of these provisions.
- Acts as the Americans with Disabilities Act coordinator, utilizing the interpretation and application of these provisions.
- Acts as the Conflict-of-Interest coordinator and provides assistance to the Legal Unit in this area. These responsibilities include performing a biennial review of the Conflict-of-Interest Code by analyzing proposed changes to the Code, with the Legal unit, by reviewing filers disclosure categories based



on current duty statements and positions, proposing code changes to management, and ensuring the Fair Political Practices Commissions and Office of Administrative Law's procedures are properly followed during the revision process. The COI coordinator sends assuming/leaving office and annual filing notices to State of Incompatible activity (for 700) filers.

- Acts as Diversity and Inclusion Officer advisor by being an advocate and catalyst for change, and institutional resource focused on infusing Diversity and Equity into all programs and activities, tracking progress toward these goals, and communicating progress to an engaged community within CIRM.
- Creates and provides all mandated and other training related to Human Resources including but not limited to: Ethics, Sexual Harassment Prevention Training, etc.
- Serves as the CalOSHA contact for the department, completing annual reviews and forms as required and ensuring all interpretation and application of the law is applicable to the workplace.
- Acts as the SCIF coordinator for all workplace grievances, injuries, etc. Testifies at all hearings, completes all mandatory reports, and ensures all mandatory notices are posted for employees.
- Acts as the Workers Compensation coordinator when not in direct conflict with SCIF duties; completes all mandatory reports and works with State SCIF coordinator as negotiator for the Institute.
- Coordinate annual performance reviews with Leadership Team Members.
- Participates in Human Resources projects with the Leadership Team as directed.
- Other duties as required.

State Covid-19 Officer Duties

- Prepare workplace per CDC, State and where applicable, county to ensure a workplace free from recognized hazards likely to cause harm.
- Participate in Contact Tracing where applicable through tracking who may be ill while in the office or who may become ill after being in the office.
- Understand and apply necessary aspects of the Governor's COVID benefits for employees, including but not limited too Sick leave, ADA, FMLA, and RA.
- Identify and assist higher risk employees and provide options for telework, RA, and flexible schedules.
- Train employees returning to the office regarding CDC and State guideline, including but not limited to, the proper wearing of masks, gloves, and other applicable PPE, social distancing, how COVID is spread, and how to prevent this spread.



- Train employees how to self-screen prior to coming into the office.
- Communicate guidance coming from the CDC and State regarding COVID.
- Create and apply protocol, based on CDC guidelines and the State, for employees who develop symptoms of COVID and for those who test positive for COVID.
- Create and apply protocol, based on CDC guidelines and the State, for employees who live with someone who tests positive for COVID-19.
- Create and apply protocol to avoid bias and stigma against employees due to Covid.
- Advise employees of exposure to Covid as necessary.
- Organize the disinfecting of workplace as a whole when employees are in the office on a regular basis. Purchase necessary PPE and disinfecting items for employees working in the office on a regular basis.
- Other duties as required.

Records Management Coordinator

- Distribute Records Retention Schedule to program staff who work with the records listed on the Schedule.
- Post a copy of the Retention Schedule in a common area of the office and on shared drives.
- Look for records in the office that have passed their retention period.
- Use Archives sticker to mark the locations of records identified with the "Notify Archives" statement.
- Ensure electronic records are securely stored and backed up on a regular basis.
- Develop file naming conventions for electronic records.
- Consider implementing automatic deletion/destruction for appropriate electronic records.
- Present records management policies and procedures at new employee orientations.
- Provide new staff with a copy of the Records Retention Schedule for their unit as well as records management policies and procedures.
- Coordinate periodic purge days or weeks to dispose of records that have reached the end of their retention period.
- Regularly check in with units to ensure records are being handled according to Retention Schedule.
- Set up regular meetings between Records Management Coordinator and control agency.



- Develop procedure for destruction log (if using). RMC, or designated staff, may be present for confidential shredding, either performed in-house, at the SRC, or at another contracted facility.
- Develop records management policies and procedures in conjunction with Human Resources, Legal, Information Technology, and Administrative departments.
- Develop information governance policies and procedures for records.
- Distribute records management-related policies and procedures to all staff.
- Include RMC in all records management-related communications.
- The RMC should be the main point of contact for the State entity when communicating with the State Archives, the SRC, etc.
- Other duties as required.

Supervision Received

The Human Resources manager reports directly to and receives the majority of assignments from the Vice President, Administration.

Supervision Exercised

None

Minimum Qualifications

- Human resources management
- Benefits administration
- Performance management
- Communication processes
- Compensation and wage structure
- Supporting diversity and equity
- Classifying employees
- Employment law
- Laws against sexual harassment
- Organization
- Bachelor's degree from a four-year college or university or similar work experience required
- 5+ years of experience in progressively responsible human resource roles



Required Skills

- Exemplifying the CIRM mission by demonstrating in your words and actions commitment to CIRM's mission.
- Collaborating with CIRM team members to generate efficiencies, enhance productivity, and develop competencies.
- Committing to team decisions by supporting and working to achieve team objectives.
- Being available to work outside of normal business hours.
- Being able to travel statewide, if necessary.

Working Conditions

- Ability to operate standard office equipment.
- Being able to work outside of normal business hours.
- Being able to travel statewide, if necessary.

During the COVID pandemic, remote work is acceptable, however eventual willingness to work collocated with the team is a must.

Attendance

Must maintain regular and acceptable attendance at such level as is determined at the Department's sole discretion. Must be regularly available and willing to work the hours the Department determines are necessary or desirable to meet its business needs.

Other Information

The duties of this position are performed indoors. The employee's workstation is located at 1999 Harrison Street building in Oakland and is equipped with standard or ergonomic equipment, as appropriate. Travel may be required to attend meetings or training classes.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. * (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Vice President, Administration).



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**A Reasonable Accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity. Duties of this position are subject to change and may be revised as needed or required.*

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Salary Range and Benefits

The salary range for the Human Resources Manager, CIRM is \$141,252 - \$221,624. CIRM offers a competitive compensation package.

How to apply

Interested candidates please submit:

- Cover letter
- CV/Resume
- California State application at <http://jobs.ca.gov/pdf/std678.pdf>

****A California State application is required as CIRM is a state agency. You will not be considered without this.**

To: jobs@cirm.ca.gov. Electronic applications preferred.
CIRM is an Equal Opportunity Employer and committed to a diverse workforce.

Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.

Final Filing Date: 10 days out or until filled

Address for Mailing Application Packages

You may submit your application and any applicable or required documents to:

Human Resources
Attn: CIRM, Jobs
1999 Harrison Street,
Oakland, CA 94612



Required Application Package Documents

The following items are required to be submitted with your application. Applicants who do not submit the required items timely may not be considered for this job:

- Current version of the State Examination/Employment Application STD Form 678 (when not applying electronically. All Experience and Education relating to the Minimum Qualifications listed on the Classification Specification should be included to demonstrate how you meet the Minimum Qualifications for the position.
- Resume/CV

Applicants requiring reasonable accommodations for the hiring interview process must request the necessary accommodations if scheduled for a hiring interview. The request should be made at the time of contact to schedule the interview. Questions regarding reasonable accommodations may be directed to the EEO contact listed on this job posting.

Application Information

All applicable fields on the State Application Form (STD. 678) must be filled out completely. Resume must be included. Clearly indicate on the Form STD. 678 in the field titled "Examination(s) or Job Titles for Which You Are Applying" the position title as indicated on this job announcement and your basis of eligibility (list eligibility, lateral transfer, reinstatement, etc.). Employment history on your application must be complete with dates, description of duties and responsibilities for each position held, contact names and phone numbers of supervisors. Applicants who do not submit all of the required documentation (incomplete application package) may be eliminated from the selection process.

NOTE: For security purposes, your full social security number is not required on the application.

For any inquiries about the position sent to jobs@cirm.ca.gov, the e-mail should have the position title on the subject line.



Contact Information

The Vice President, Administration is available to answer questions regarding the application process and the position.

Human Resources Contact:

Maria Bonneville

Email - jobs@cirm.ca.gov

Please direct requests for Reasonable Accommodations to the interview scheduler at the time the interview is being scheduled. You may direct any additional questions regarding Reasonable Accommodations or Equal Employment Opportunity for this position(s) to the Department's EEO Office.

- EEO Officer: Maria Bonneville (Acting)
- Email: jobs@cirm.ca.gov
- California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice) TTY is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.

Equal Opportunity Employer

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

It is an objective of the State of California to achieve a drug-free workplace. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

Benefits

Information on benefits afforded by membership in the California Public Employees' Retirement System can be found on the California Department of Human Resources (CalHR) Salary and Benefits website at www.calhr.ca.gov/employees/pages/salary-and-benefits.aspx. Information regarding Merit System Principles provided to public employees by the State Civil Service Act can be found on the CalHR website at <https://www.calhr.ca.gov/Training/Pages/performance-management-merit-system-principles.aspx>.



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Additional benefit information can be found on the CalHR California State Civil Service Employee Benefits Summary website at <https://www.calhr.ca.gov/Pages/California-State-Civil-Service-Employee-Benefits-Summary.aspx>. This webpage is intended to provide general information.

*All hires at CIRM are Exempt and considered Exempt for the purposes of collective bargaining.